
Approved for Release
Deborah A. Jefferson
Director for Human Resources
Management

April 13, 2005
Date

DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES BULLETIN #005, FY05

SUBJECT: Length of Service Recognition

EFFECTIVE DATE: Upon issuance of this Bulletin

EXPIRATION DATE: Effective until incorporated into the Performance Management Handbook

SUPERSEDES: Personnel Bulletin 451-2, dated April 8, 1992

BACKGROUND: This Bulletin revises the policies and procedures which cover length of service recognition for Commerce employees. This Bulletin supersedes Personnel Bulletin 451-2, Length of Service Recognition, and the instructions on length of service certificates in DAO 202-451, Appendix J, (Section 01.f.).

PURPOSE: The purpose of this HR Bulletin is to establish policy on career service recognition.

DESCRIPTION: Career service recognition is granted to employees who complete 10 years of Federal service, and thereafter at 5-year intervals, up to 50 years of service. This policy is not retroactive for employees who have reached their career milestones before the effective date of this Bulletin.

CREDITABLE SERVICE: Career service for purposes of granting length of service recognition is determined using the service computation date for leave.

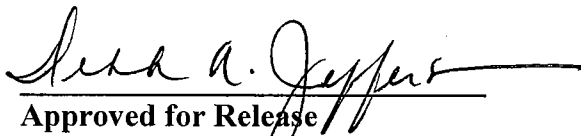
RETIRED UNIFORMED SERVICE: Retired uniformed service time may be combined with civilian service time for purposes of computing length of service. It is the responsibility of the employee to present the appropriate official documentation from prior uniformed service to the appropriate official overseeing this program.

FORMS OF RECOGNITION: The career service emblem and certificate serve as the primary form of length of service recognition. The 50-year certificate is signed by the Secretary along with a congratulatory letter. The certificate may be presented by a Departmental official other than the Secretary, if appropriate.

PROCESS: Service emblems are available through the GSA supply system.

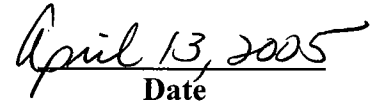
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**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES BULLETIN # 006, FY05

SUBJECT: Revision of Standard Form 15, Application for 10-Point
Veteran Preference

EFFECTIVE DATE: Upon release of this Human Resources (HR) Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: N/A

BACKGROUND: The attached memorandum to Chief Human Capital Officers dated March 22, 2005, from Dan G. Blair, Acting Director of the Office of Personnel Management (OPM), announced that OPM has revised Standard Form (SF) 15, Application for 10-Point Veteran Preference. The revised form allows bureaus to accept Department of Veterans Affairs (VA) letters that were issued in 1991 or later in deciding on individual claims for veterans' preference in accordance with the Veterans' Preference Act of 1944. It is the policy of the VA to consider letters issued in 1991 or later as proof of a permanent disability, unless specifically stated otherwise. The form was revised to be consistent with this policy. In addition, OPM eliminated references to the Federal Personnel Manual and the Standard Form 171 (Application for Federal Employment). The latest version of the SF 15, dated December 2004, allows applicants to complete the form on-line and is available for downloading from the Office of Personnel Management web site: <http://www.opm.gov/forms/html/sf.asp>.

PURPOSE: The purpose of this HR Bulletin is to inform you of the revisions made to SF 15, and to provide the web site for accessing the revised form.

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Attachment



UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT

WASHINGTON, DC 20415-0001

OFFICE OF THE DIRECTOR

MAR 22 2005

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM:

DAN G. BLAIR *D.G. Blair*
ACTING DIRECTOR

Subject:

Revision of Standard Form 15, Application for 10-Point
Veteran Preference

I am pleased to announce that the Standard Form (SF) 15, Application for 10-Point Veteran Preference, has been revised. The new form allows agencies to accept Department of Veterans Affairs (VA) letters that were issued in 1991 or later in adjudicating individual claims for veterans' preference in accordance with the Veterans' Preference Act of 1944. The latest version of the SF 15, dated December 2004, allows applicants to complete the form on-line and is available for downloading from the Office of Personnel Management web site: <http://www.opm.gov/forms/html/sf.asp>. We have sent information directly to your Human Resources Directors regarding this revised form by separate memorandum.

We revised this form to be consistent with the policy of the VA, which considers letters issued in 1991 or later as proof of a permanent disability, unless specifically stated otherwise. In addition, we eliminated references to the Federal Personnel Manual and the Standard Form 171 (Application for Federal Employment).

We must ensure that those who are eligible for veterans' preference receive the benefits to which they are entitled. The Office of Personnel Management places a strong emphasis on the rights of veterans, including employment opportunities.

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